Submitting Subcontracting Spend

(Agency Owners and Data Managers have this Capability)

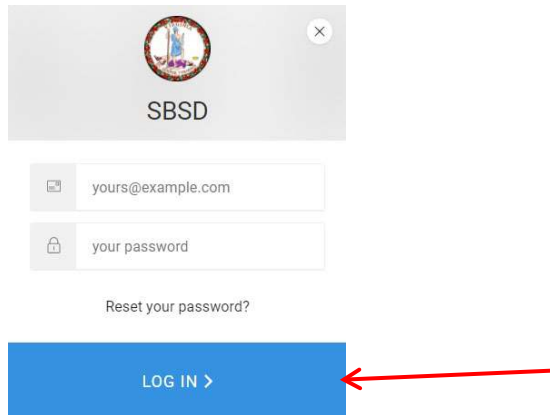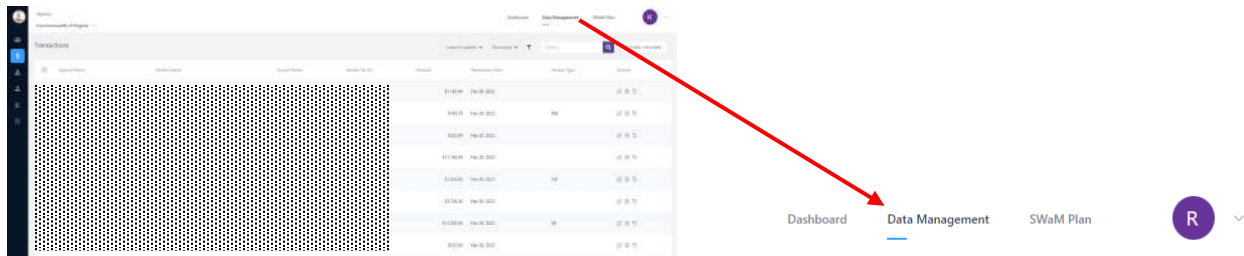## Contents

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Navigating to Data Management

1. Log into Dashboard using state e-mail address and password. Click Login.

2. Click Data Management tab at top of screen.

Submitting Subcontractor Spend

Subcontracting Spend can either be entered online (in the system) or through a spreadsheet upload. Subcontracting Spend should be entered in the time period when the agency paid the prime vendor.

Using Icons

1. There has to be a 1:1 to relationship between the prime and the subcontractor and you have to know specifically which transaction to tie the subcontractor payment back to. Subcontractor payments can only be entered 1 at a time using this method. Change date to specific date range that you are submitting subcontracting spend for, Month, Quarter, Custom Range…etc. Click in date area.

2. Click on Monthly, Quarterly, Yearly, Custom Range, and then click on the time period (i.e. July, Q1, FY 20, or calendar dates if entering a custom date range) that you want to make adjustments for. Then click the apply button.


3. Select your agency. You will only see transactions for your agency.
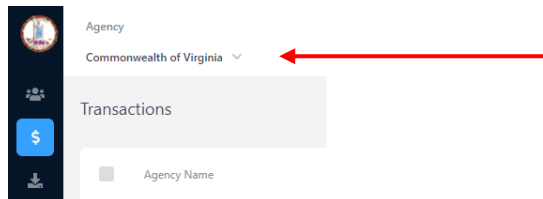
4. Search by the Prime Vendor. Type the prime Vendor's name into the Search box at the top. Click the magnifying glass.
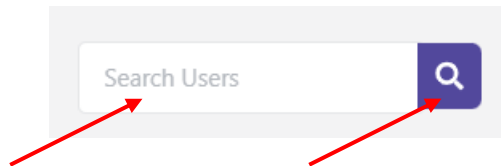
5. You will see all the transactions for the prime vendor for the selected time period. To enter the subcontractor transaction, click on the subcontract icon under actions to the right of the transaction.
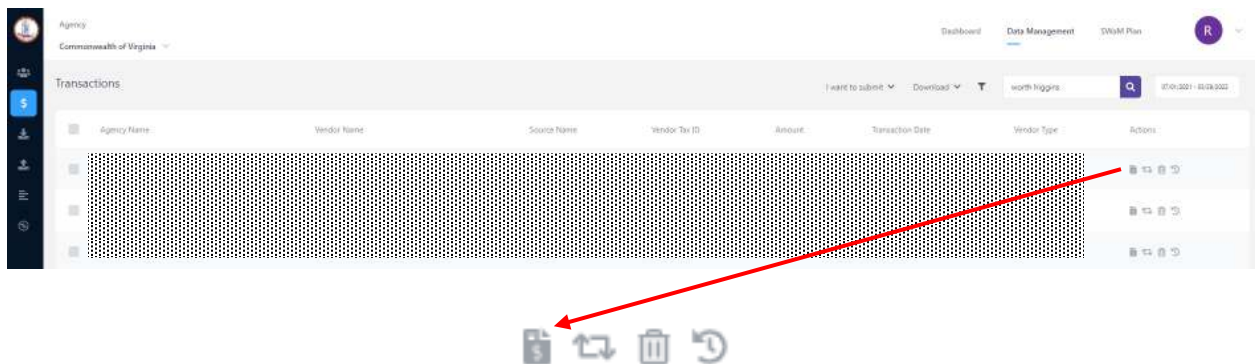
6. Enter the subcontractor Tax ID. Select the Vendor name from the drop-down list. There should only be one-option. If nothing shows up, the vendor is not a certified vendor. Enter the amount of the subcontractor payment and enter notes in the notes box. Click the update button.

7. The transactions will show on the screen.
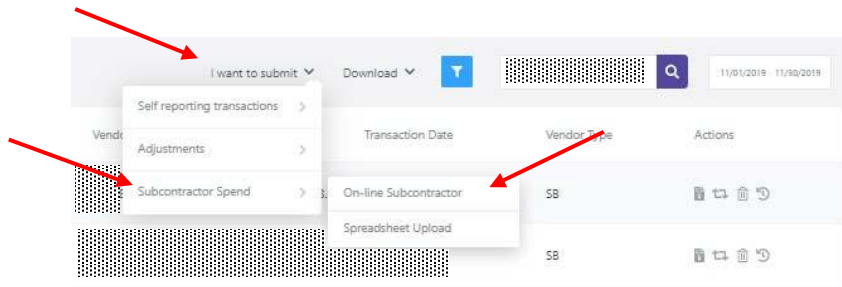
8. Repeat for additional transactions.

Using Menu Items

1. There has to be a 1:1 to relationship between the prime and the subcontractor and you have to know specifically which transaction to tie the subcontractor payment back to. Subcontractor payments can only be entered 1 at a time using this method. Follow steps 1-4 from "Using Icons" section above.

2. You will see all the transactions for the prime vendor for the selected time period. To enter the subcontractor transactions, click on the box to the left of the transaction that you are entering the subcontractor spend for.

3. Click **I want to submit > Subcontractor Spend > On-line Subcontractor**.

4. Enter the subcontractor Tax ID. Select the Vendor name from the drop-down list. There should only be one-option. If nothing shows up, the vendor is not a certified vendor. Enter the amount of the subcontractor payment and enter notes in the notes box. Click the update button.

5. The transactions will show on the screen.

6. Repeat for additional transactions.

Spreadsheet Upload

1. The process will differ depending on if you have exactly one subcontractor per prime vendor or more than one subcontractor per prime vendor. Transactions do not need to tie back to a specific transaction with that prime vendor if you have more than one sub per prime. Change the date to the correct timeframe by clicking in the date box and the top and choosing the Monthly, Quarterly, Yearly, or custom range tabs to the left, then click the appropriate month, quarter, year, or choose the custom date range that you want and hit the apply button.
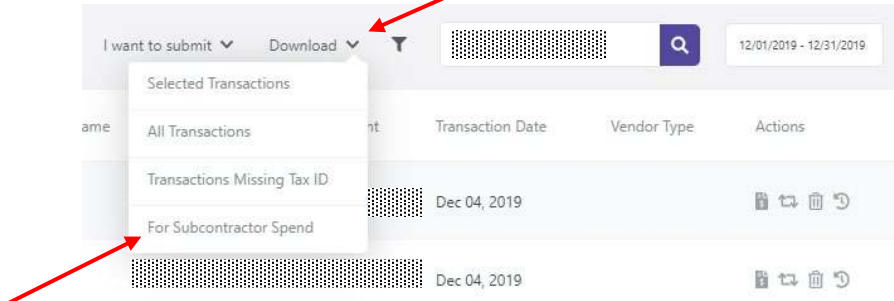
2. If you only have one sub per prime, in the search box at the top, type in the Prime Vendor's name that you want to add subcontractor information for. Click the search button.
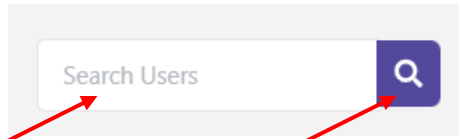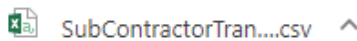

3. Click the check boxes to the left of the Agency name.
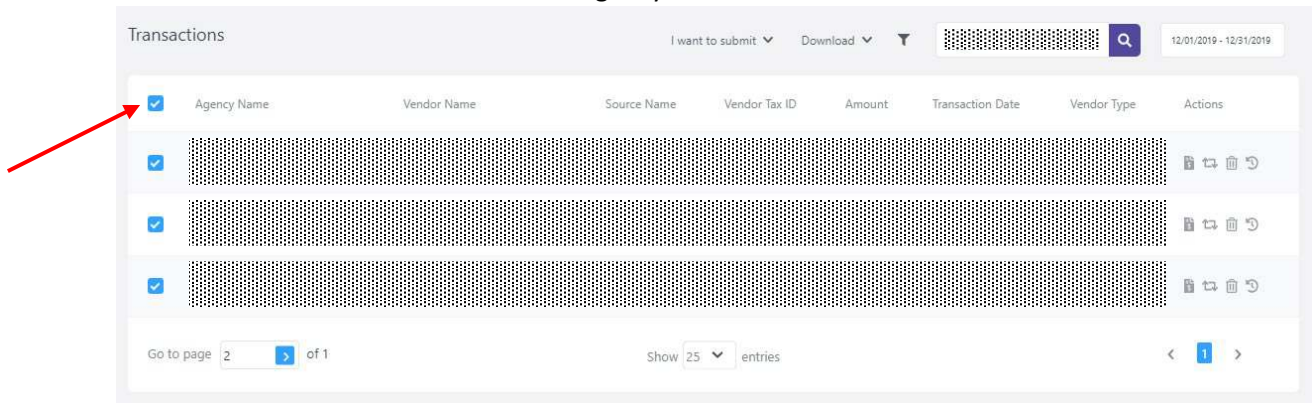

4. Click **Download > For Subcontractor Spend**.

5. You should see an excel file in the bottom left corner of your screen. This is the file that you will re-upload to the system. Double click to open it.


6. Fill in the subcontractor's Tax ID, name, and amount paid from prime to sub for each transaction. Enter notes in the notes column. Save the spreadsheet.
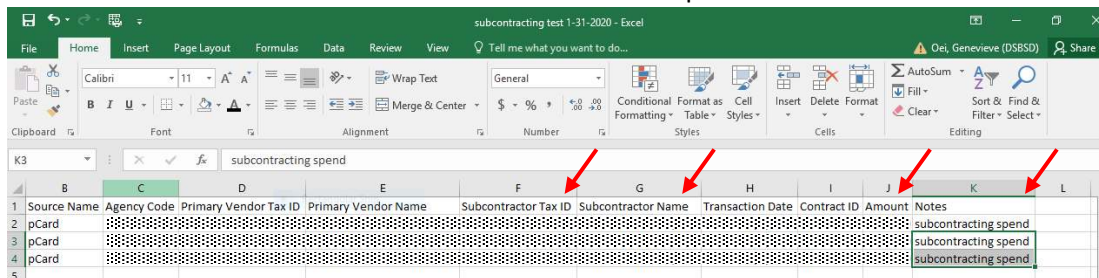
7. To upload the completed spreadsheet to the Dashboard, click **I want to submit > Subcontractor Spend > Spreadsheet Upload**
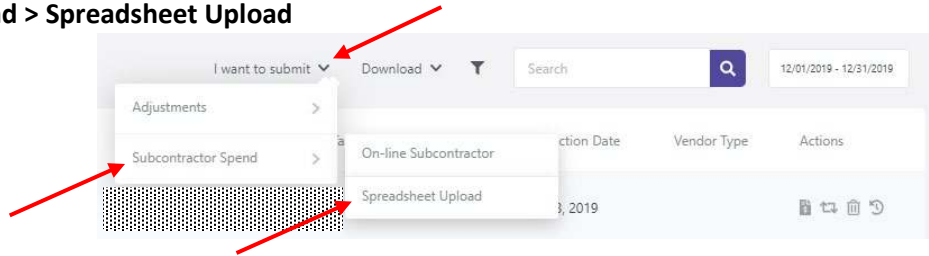

8. You will get a box that asks if your transactions were downloaded from the system. If you have 1 and only 1 subcontractor for each prime vendor, click the yes button. Your screen should now look like the below picture.

9. Click on Choose file to browse and find the file that you downloaded earlier.
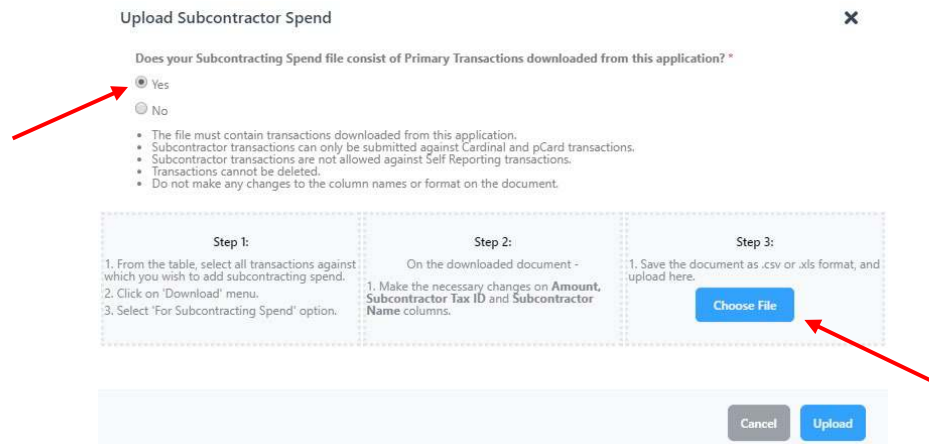
10. Browse and find the file on your computer (wherever you have saved it), click on the file and click the open button.
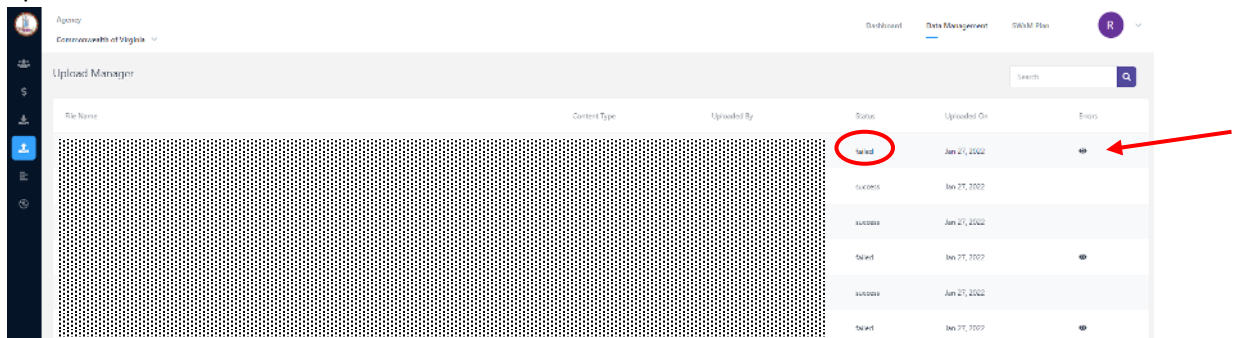
11. Click Upload.
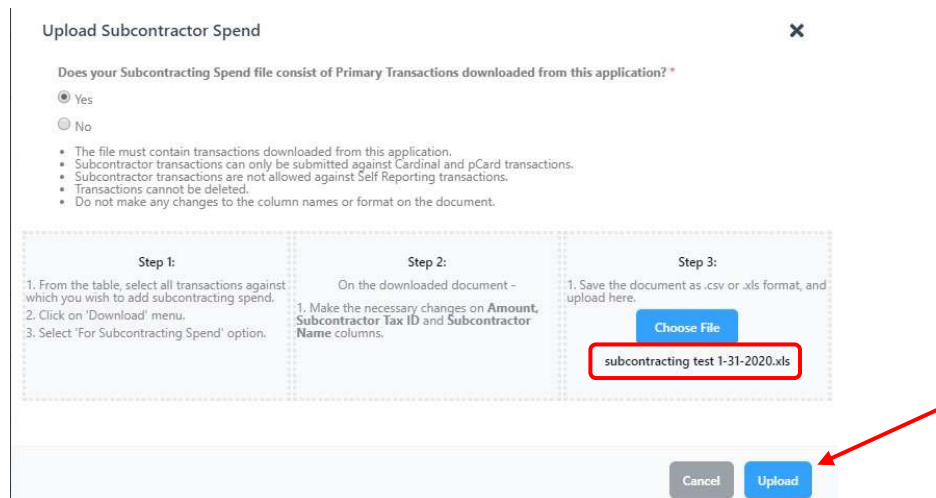
12. You should see either a green success or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the subcontracting transactions on the screen.
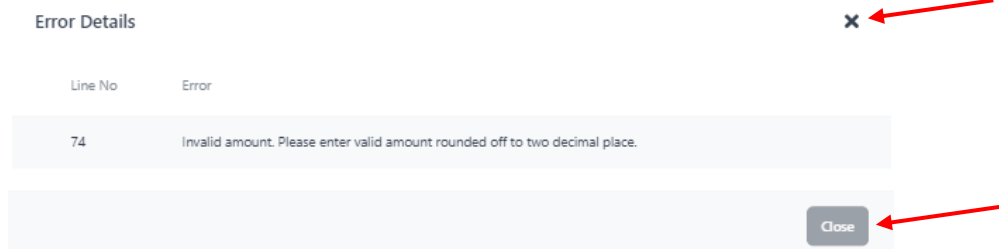
13. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manger manager icon.
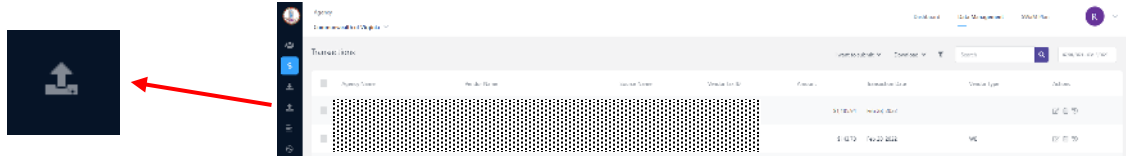
14. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.

15. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.

Error Details

| Line No	Error
74	Invalid amount. Please enter valid amount rounded off to two decimal place.

Close

16. Re-open Excel Spreadsheet. Fix errors and re-upload the file.

17. Check to see if upload was successful.

18. Repeat the upload process if not successful.

Spreadsheet Upload if there is more than one Subcontractor per Prime Vendor
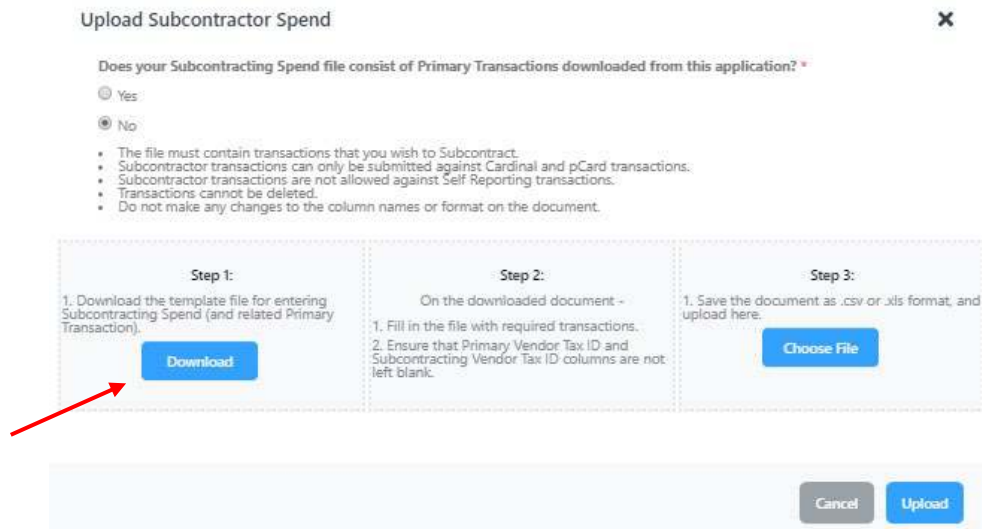
1. After logging into the dashboard and clicking on the data management tab, click **I want to submit > Subcontractor Spend > Spreadsheet Upload.**
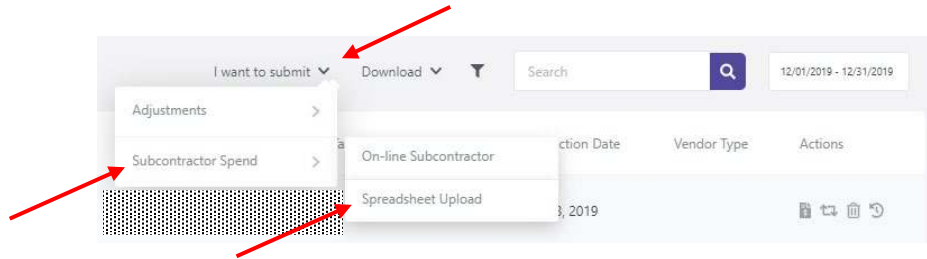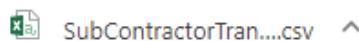

2. You will see a pop up box asking if you downloaded the transactions from the system. **Click No**.
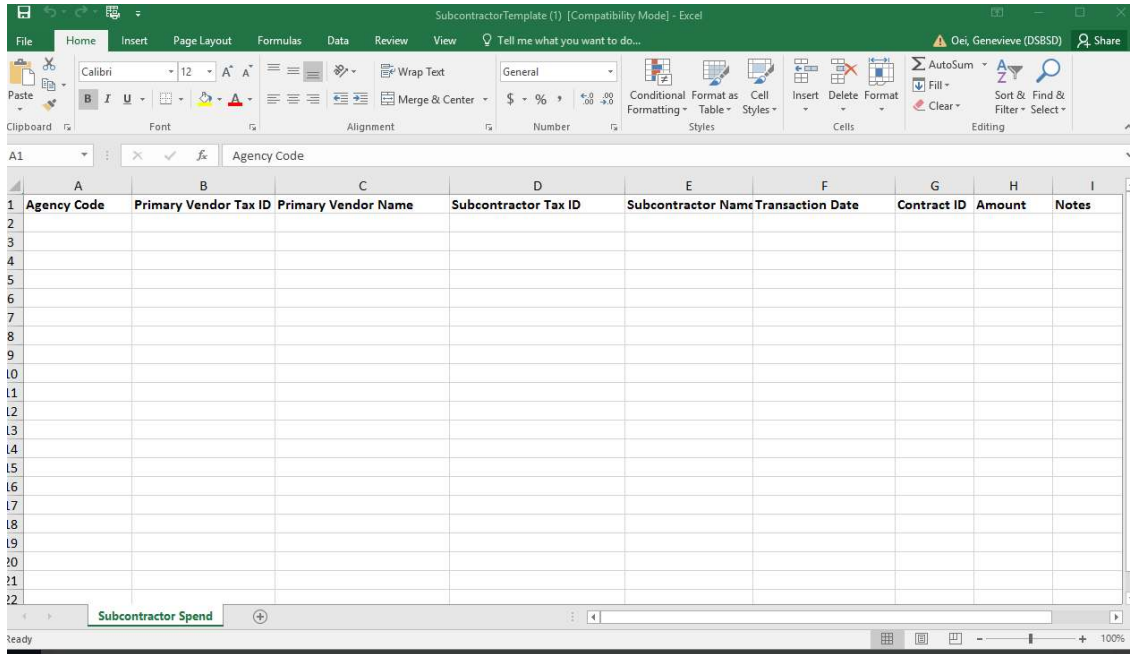

3. You will then see the box below. Click the download button to download the template.

4. The downloaded file will show in the bottom left corner of your computer screen. Double click to open it.

5. The opened file should look like this. You may see a button that says enable editing. You will need to click this button.


6. Fill out the Spreadsheet with all the necessary information. The Primary Vendor Tax ID and Subcontractor Tax Id should have 9 digits, include leading 0's if necessary to make tax ID's 9 digits.

> **Transaction date must be entered in as a
> 2-digit month/2-digit day/4-digit year.
> (MM/DD/YYYY)**

Contract ID is an optional field. Leave it blank if there is no contract ID are it is unknown. The Amount field should have two digits after the decimal place. Save the spreadsheet when you are done. Do not change any of the formatting or change the version of excel that the template is saved in.

7. Once the Spreadsheet has been "**Saved**", go back to the Data Management Tab in the Dashboard and click **I want to submit > Subcontractor Spend > Spreadsheet Upload.**
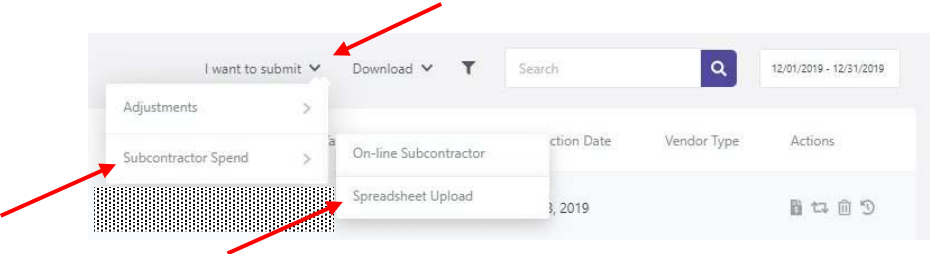
8. Then click the **"NO"** option again.

9. Click on Choose file to browse and find the file that you downloaded earlier.
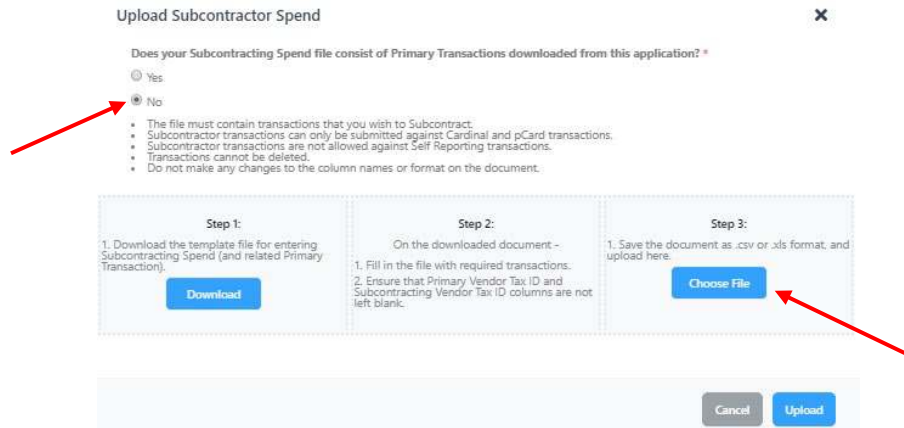
10. Browse and find the file on your computer (wherever you have saved it), click on the file and click the open button.
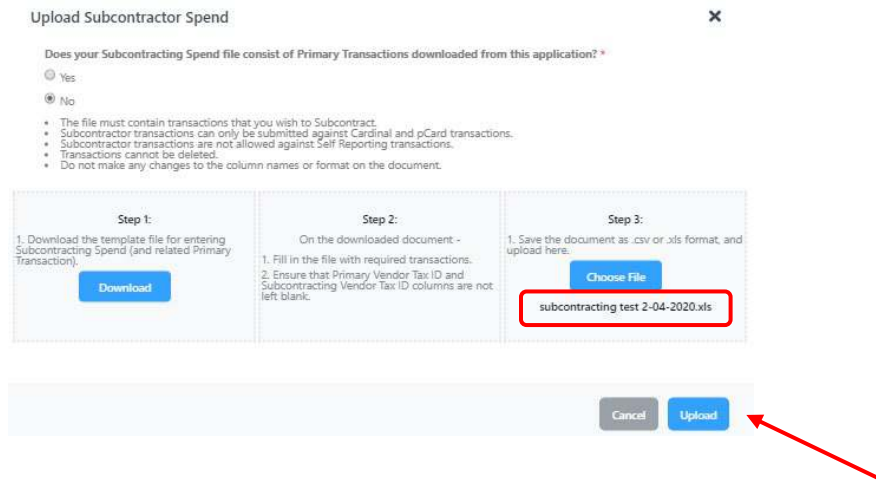

11. You should see either a green success or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the subcontracting spend on the screen.

12. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manger manager icon.

13. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.
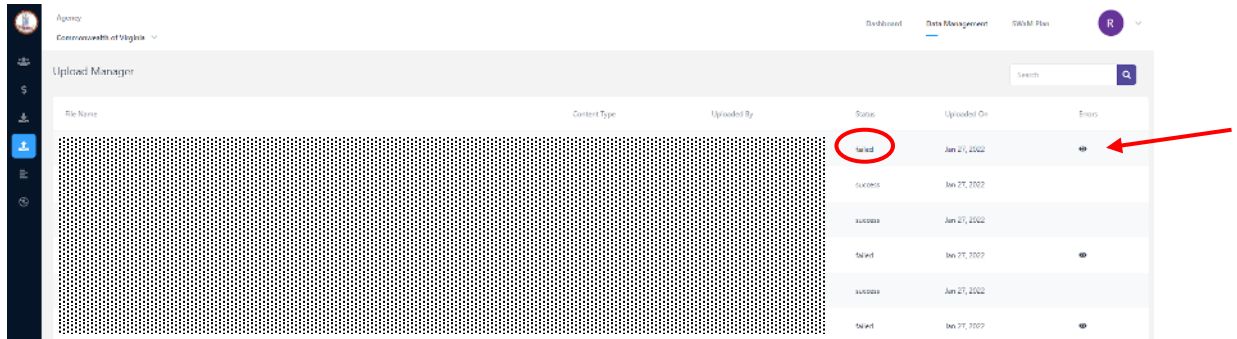
14. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.
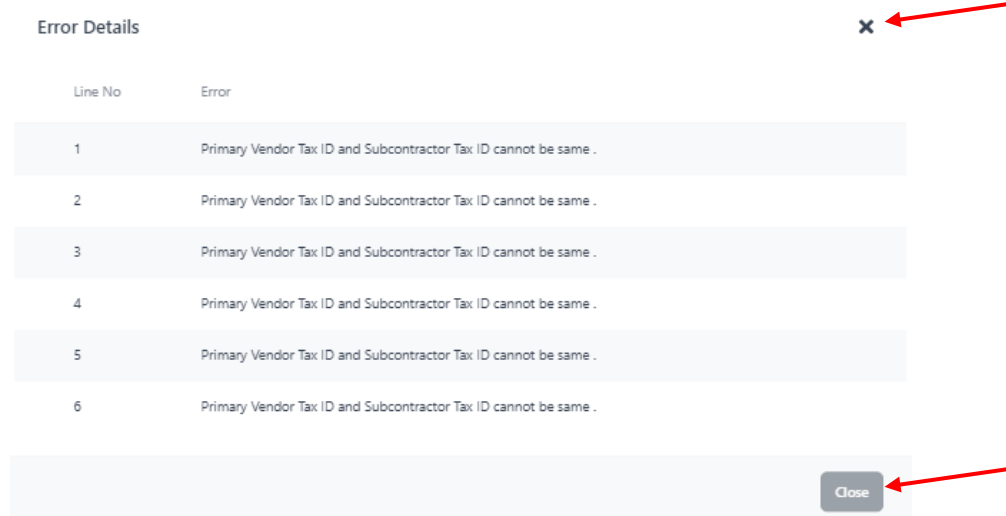
15. Re-open Excel Spreadsheet. Fix errors and re-upload the file.

16. Check to see if upload was successful.

17. Repeat the upload process if not successful.